



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Arts



**iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.**

### **LIBR 574 002 Project Management in Information Organizations – Course Syllabus (3)**

We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓ñəm̓ speaking Musqueam people.

<b>Program:</b>	Master of Library and Information Studies
<b>Year:</b>	2020 Winter Session, Term 2
<b>Course Schedule:</b>	Wednesday, 6:00–8:50 P.M.
<b>Location:</b>	Terrace Lab
<b>Instructor:</b>	Trevor Smith
<b>Office location:</b>	SLAIS Adjunct Office
<b>Office phone:</b>	
<b>Office hours:</b>	Prearranged with students as required. Feel free to email for appt
<b>E-mail address:</b>	<a href="mailto:smitht7@douglascollege.ca">smitht7@douglascollege.ca</a> or <a href="mailto:smithtd@mail.ubc.ca">smithtd@mail.ubc.ca</a>
<b>Learning Management Site:</b>	<a href="http://connect.ubc.ca">http://connect.ubc.ca</a> or <a href="http://lthub.ubc.ca/guides/canvas/">http://lthub.ubc.ca/guides/canvas/</a>

#### **Course Goal:**

This course will prepare students for the reality of the workplace in libraries and archives, in which much of the work is organized around projects conducted by a designated project team.

FNCC specialization: the assignments in this course can serve the requirements of the First Nations Curriculum Concentration (FNCC). If students would like to take this course for FNCC credit, they are invited to contact the instructor to discuss this option.

#### **Course Objectives:**

In order to operate successfully in this environment, students need to understand the social dynamics of teamwork, and the management and communication tools and skills that lead to successful project outcomes. By the end of the course you will be able to:

- Understand the role and importance of project management in the organization
- Have a functional knowledge of the Project Management Body of Knowledge (PMBOK) in libraries and archives
- Be aware of how people work, individually and in teams
- Be able to apply basic project management techniques and software
- Understand the role of communication in project management
- Understand the role of time, cost, and quality management in successful projects

#### **Upon completion of this course students will be able to:**

1. [1.1] identify, analyze and assess the information needs of diverse individuals, communities and organizations, and respond to those needs through the design, provision and assessment of information resources, services and systems;
2. [1.3] apply knowledge of information technologies and resources to real world situations, taking into account the perspectives of institutional and community stake holders;

3. [2.2] assess, select and employ communication and instructional tools based on an understanding of diverse communicative goals and audiences.
4. [3.1] demonstrate leadership, initiative and effective collaboration within team and small group settings;
5. [3.2] apply principles of effective management and decision-making to organizational issues and challenges;
6. [5.1] conduct themselves in a manner consistent with the philosophy, principles and ethics of the profession, while maintaining a critical perspective on the role of the professional in society

### **Course Topics:**

- Initiation
  - What is Project Management
- Planning
  - Project Lifecycle and Organizations
  - Process management and mapping
  - Project Charter & Scope Statements
  - Stakeholder Management
  - Project Work Breakdown Structure
  - Time Management
  - Cost Management
- Controlling
  - Quality Management
  - Human Resources Management
  - Communications Management
  - Risk Management
  - Tracking
  - Procurement Management
- Closing
  - Waterfall vs Agile
  - Post Mortem and review

### **Prerequisites:**

Completion of core courses.

### **Format of the course:**

Classes will include lectures and presentations, discussion of cases from the field, group exercises, and hands-on tutorials with MS Project. Students will work in a team to develop a project from start to finish which will show their mastery of course concepts.

### **Required and Recommended Reading:**

#### **Required:**

Select one of the following texts”

- Head First PMP, Greene and Stellman, 2013
- A guide to the project management body of knowledge (PMBOK guide), Project Management Institute, 5<sup>th</sup> Ed, 2013 (this can be considered an alternative for Head First PMP)
  - <http://resolve.library.ubc.ca/cgi-bin/catsearch?bid=10096232>
- Project Management, Watt [BC Open Campus], 2014
  - <https://open.bccampus.ca/find-open-textbooks/?uuid=8678fbae-6724-454c-a796-3c6667d826be>

**Recommended:**

- Microsoft Project 2016 Step by Step, Chatfield and Johnson, 2016
- Learning Microsoft Project 2016 basic to advanced techniques for building, resourcing, costing, and monitoring project plans / Vaccaro, Guy
  - <http://resolve.library.ubc.ca/cgi-bin/catsearch?bid=10113321>

**Course Assignments**

Assignment Name	Due Date	Weight
Participation	On going	10%
Charter (Individual)	Jan 22	20%
Scope Statement (Group)	Feb 5	10%
Communications Plan (Group)	Feb 26	10%
Risk Management Plan (Group)	Mar 4	10%
Work Breakdown Structure (WBS) (Group)	Mar 11	20%
Post mortem (Individual)	Apr 8	10%
Group Presentation (Group) Formal Closing Document (Group)	Mar 25 & Apr 1	10%

## Course Schedule [week-by-week]:

Week	Date	Topic
1	January 8	Introduction and Integration Management Overview of course
2	January 15	Scope Management
3	January 22	Time Management
4	January 29	Cost Management
5	February 5	Quality Management
6	February 12	Human Resources Management
7	February 20	Reading Week – no class
8	February 26	Communication Management
9	March 4	Risk management
10	March 11	Project Monitoring
11	March 18	Procurement and Integration
12	March 25	Waterfall vs. Agile (Project Close)
13	April 1	Project Close (presentations)
14	April 8	Presentations

**Attendance:** Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible. Up to 2 excused absences are allowed with prior notification to me. Additional absences will require a note from a health professional or Access and Diversity. Failure to provide this documentation could result in a lower course mark.

**Evaluation:** All assignments will be marked using the evaluative criteria given on the [SLAIS web site](#).

**Access & Diversity:** Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [<https://students.ubc.ca/about-student-services/access-diversity>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

**Religious Accommodation:** The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

## **Academic Integrity**

### Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.